

To,

As per list enclosed

Sub: Invitation of online bid for “Comprehensive Annual maintenance contract (CAMC) of Fire detection/Alarm System in CPCB”

Sir,

Online bids in two bid system i.e. Technical and Financial bids separately are invited on behalf of Central Pollution Control Board(CPCB) from manufacturer or its authorised service partner/dealer or Govt. registered contractors in appropriate category for **Comprehensive Annual maintenance contract (CAMC) of Fire detection/Alarm System in CPCB**, Parivesh Bhawan, Delhi. The bid shall be submitted online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app> latest by 15.00 Hrs. on 22.04.2019. Late quotations will be rejected. The same will be opened at 15.30 Hrs. on 23.04.2019. Bidders are advised to follow the “Instructions to Bidder for Online Bid Submission” provided in the Annexure “A”. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

1. SCOPE OF WORK

- i. Comprehensive Annual Maintenance Contract for Fire Detection/Alarm System in CPCB, Parivesh Bhawan, Delhi as per details given in Annexure-I.
- ii. The scope of works will cover complete maintenance of Fire Detection System including fire control panels, smoke /heat detectors, Manual Call Point (MCPs), hooters, Water leak detection system, FM200 system etc.
- iii. All the maintenance/repairing works should be done within the CPCB premises. In exceptional case where it is not possible to repair the panel/MCP/Detector in CPCB, prior permission in writing should be taken from Divisional Head, Building for taking out the items outside the CPCB premises.
- iv. All the parts used for repairing should be replaced with the same make ,model.
- v. If the firm fail to attend the complaints or does not render satisfactory services, the contract awarded to you shall be cancelled after giving 15 days notice in writing and the security whatsoever shall be forfeited. In this regard the decision of Chairman, CPCB shall be final and binding on both the parties.
- vi. After completion of contract the successful bidder have to hand over the system in working condition to CPCB.
- vii. The bidder may visit the site and the system before submitting their offer.

2. ELIGIBILITY CRITERIA

The firm should have to submit the following documents in the technical bid:-

- i. Average annual financial turnover during the last 3 year, ending 31st March of the previous financial year, should be at least 30% of the estimated cost along with documentary evidence.
- ii. Experience of having successfully completed similar nature of works during last 07 years ending last day of the month previous to the one in which bids are invited should be either of the following :-
 - a) Three similar completed work costing not less than the amount equal to 40% of the estimated cost
Or,
 - b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost
Or,
 - c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.
3. The bidder should be manufacturer of Honeywell/Edward make system or its authorized dealer/service partner or Govt. registered contractor in appropriate category and also produced a documentary evidence for the same.
4. Bid document duly signed and seal on every page as an acceptance to the tendered specifications and terms & conditions.
5. Signed and scanned copy of Certificates like PAN No., GST No., etc. These documents shall not expire during the course of agreement.
6. Signed and scanned copy of Tender Acceptance letter as placed at **Annexure-II**.
7. Signed and scanned copy of proof for payment of Earnest Money Deposit (EMD).
8. No near relative certificate.
9. An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government institution and there has been no litigation with any Govt. Department on account of its services.
10. The financial bid will be opened for only those firms, who will qualified technically. The prices may be quoted only in the financial bid format provided as Annexure-I and submitted online only. No other format is acceptable.

11. VALIDITY OF OFFER:-

The bid validity will be 90 days from the date of opening of the bids.

12. AMOUNT OF CONTRACT: -

The rates should be quoted both in figures and words. The amount quoted by the firm should include all the taxes. This amount is on account of remuneration of staff, cost of materials, consumables etc.

13. RELEASE OF PAYMENT:-

The payment shall be released on Quarterly basis on Submission of bills/invoice and after providing the satisfactory service on that quarter. You have to submit the receipt of the GST deposit challan for the bill submitted along with a copy of GSTR1 and certified copy of sale register for the month in which the bill has been raised.

14. SECURITY MONEY:-

The successful bidder has to deposit security of Rs.50,000/- (Rs. Fifty Thousand only) to CPCB (either in the form of DD or Bank Guarantee) soon after the award of work . The amount shall be retained by CPCB, till the tenure of the contract. No interest will be paid on this amount of security deposit.

15. PENALTY: -

A penalty @ Rs. 100/- per day per detector will be imposed if the detector are not repaired/replaced within 24 hours from the fault located. A penalty @ Rs. 500/- per day will be imposed if the panel/MCP/Hooter are not repaired/replaced within 24 hours from the day fault located

16. DEDUCTIONS OF INCOME TAX AT SOURCE:-

The income tax shall be deducted at source as applicable.

17. SAFETY CODE:-

The firm shall take necessary safety arrangements to ensure safety of the persons deployed by them. CPCB shall not be responsible for any injury caused to their personnel while discharging of functions under this contract.

Please note that CPCB Central laboratory is maintaining OH&SMS (IS18001:2007/2012), the deputed personal shall abide the required guidelines of safety while, working in CPCB.

18. TENURE OF CONTRACT:-

The tenure of the contract is initially for two year. However, the Competent Authority in CPCB, may at its discretion, allow extension of tenure of contract up to one or more years subject to satisfactory performance of the firm.

19. TERMINATION OF CONTRACT:-

The Chairman, CPCB reserves the right to terminate the contract at any time before the completion of the tenure in case the "services of the firm are not found satisfactory".

20. DAMAGES:-

Any damage caused to the property of CPCB due to the negligence and or use of substandard material on the part of the firm will be liable to be compensated by the firm.

21. PROHIBITION OF SUB CONTRACT:-

The firm shall not appoint any subcontract for this work under any circumstances.

22. STATUTORY COMPLIANCE: -

The firm shall be responsible for compliance with the provision of the following Labour laws, with amendment time to time.

- i. Contract Labour (Regulation & Abolition) Act, 1970.
- ii. Minimum Wage
- iii. Workmen's Compensation Act.
- iv. Any other rules, regulations and / or status as may be applicable to them from time to time.

The firm will responsible to discharge all the statutory requirements under the Labour Act or any other Act enforced from time to time without any liability on CPCB or without any statutory compliance by CPCB.

23. Inspection /Visit Schedule

- i. The successful bidder has to maintain the schedule for maintenance, at least once in a month or as and when required at the time of breakdown for the following:-
 - a) Inspection of all fire alarm panels, detectors, MCPs, Hooter etc. including re-programming of fire panel for addition, deletion, modifying of detectors etc. (as and when required).
 - b) Periodical cleaning of all smoke /Heat detectors.
 - c) Inspection of the public address systems including amplifier, speaker etc.
 - d) Periodic cleaning of panels/speakers, MCPs, Hooters etc. for its smooth functioning.
 - e) Inspection of FM 200 Systems i.e. Control Panels, Cylinders, Actuator, Integration with the Fire Alarm Pane and ensure its proper working.

24. RESOLUTION OF DISPUTE: -

In case of any dispute, the decisions of Chairman, CPCB shall be final and binding upon both the parties

25. GENERAL CONDITIONS:-

- i. The bid has to be submitted online only at CPP Portal/website: <https://eprocure.gov.in/eprocure/app> latest by 15.00 Hrs. on 22.04.2019. The same will be opened at 15.30 Hrs. on 23.04.2019 in Training Hall at Ground Floor, Parivesh Bhawan.
- ii. The EMD of Rs.12,980/- (Rupees Twelve Thousand Nine Hundred and Eighty only) in the form of Demand Draft along with a letter submitting the EMD in favour of Central Pollution Control Board, Delhi should be submitted in the tender box kept at reception, Ground Floor of Parivesh Bhawan on or before 15.00 hrs on 22.04.2019. The EMD of unsuccessful bidder shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of security amount to CPCB.
- iii. EMD of the bidder shall be forfeited, if the bidder withdraws or amends its bid in any respect with in the period of validity of the bid or fail to deposit the security amount in CPCB within 15 days from the award of contract.
- iv. The offer should be kept valid for 90 days from the date of opening of quotations.
- v. The estimated cost of the work is approx. 6,49,000/- (Rupees Six Lakh Forty Nine Thousand only) per annum.
- vi. The tender document can also be seen from CPCB website i.e. www.cpcb.nic.in.
- vii. Withdrawal of bids within the bid validity period is not permitted.
- viii. The work will be awarded to L-1 bidder whose bid will be found substantially responsive on overall basis.
- ix. The rates should be firm during the contract period and no escalation shall be paid during this period including extended period, if the contract is extended.
- x. The bidder shall ensure that all precautions are taken for environmental protection as well as health and safety of those handling the work/material. Further you shall also ensure that all legal and regulatory requirements related to the environment, health and safety are complied by you.
- xi. Central Pollution Control Board at its own discretion may accept or reject any bid/quotation(s) without assigning any reason thereof.
- xii. Central Pollution Control Board reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- xiii. The agency should also clearly mention in the quotation that the said Terms & Conditions are acceptable to them.
- xiv. Typographical and clerical errors are subject to correction.

Yours faithfully,

(Dinabandhu Gouda)
Divisional Head, Building Div.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published for the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender i.e. Dinabandhu Gouda, Div. Head, Building Div. upto 21.04.2019 on 011-43102420 or dinabandhu.cpcb@nic.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

“Comprehensive Annual maintenance contract (CAMC) of Fire detection/Alarm System in CPCB”

Annexure-I

Financial bid Format

S. No	Description of Items	Qty.	CAMC Charges (In Rs.)
1.	Analog addressable Main Fire Panel -5 Loop (Edward –EST Make)	01 No	
2.	Analog addressable fire alarms panel -2 loop (make –Honeywell)	01 No	
3.	Intelligent addressable Smoke detector (Edwards–EST Make)	377 Nos	
4.	Intelligent addressable Heat detector (Edwards –EST Make)	03 Nos	
5.	Intelligent addressable Smoke detector (Make –Honeywell)	77 Nos	
6.	Intelligent addressable Heat detector (Make –Honeywell)	07 Nos	
7.	Analog addressable pull down type Manual Call Point (Edwards-EST)	13 Nos	
8.	Analog addressable pull down type Manual Call Point. (Make-Honeywell’s)	05 Nos	
9.	Addressable Loop Sounder (Edwards –EST Make)	16 Nos	
10.	Addressable Loop Sounder (make –Honeywell’s)	05 Nos	
11.	Two Zone Conventional Gas release Panels. (For FM 200 Fire Cylinders)	04 Nos	
12.	Electrical Actuator for releasing the plunger to break the quartzite bulb.	04 Nos	
13.	Water leak detection control panel of 3 /4 Zone type.	01 No	
14.	Electronic Hooter for the water sensing Indicator	02 Nos	
	Total		
	Taxes (GST %)		
	Grand Total (In Rs.)		

(Name, Signature with Company stamp)

Tender Acceptance Letter

(To be given on Company Letter Head)

Tender Reference No:-----

Date: -----

To,

The Member Secretary,
Central Pollution Control Board,
Parivesh Bhawan,
East Arjun Nagar Delhi 110032

Sub: Acceptance of Terms & Conditions of Tender. Name of Tender / Work:-

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work from the web site(s) namely: -----

as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No.----- to -----(including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms/ conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / Corrigendum in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other right so remedy including the for feature of the full said earnest money deposit absolutely.

Yours Faithfully,

(Name, Signature of the Bidder, with Official Seal)

Financial Bid Undertaking

To,

The Member Secretary
Central Pollution Control Board
Parivesh Bhawan
East Arjun Nagar
Delhi - 110032

Dear Sir/Madam,

1. I submit the financial Bid for -----and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the financial Bid inclusive of all applicable taxes.

Yours Faithfully,

(Name, Signature of the Bidder with Official Seal